

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: **Standards Compliance Coordinator (Salary: \$5067 - \$6114)**
Will Also Consider a Training and Development Assignment

Tenure/Time Base: **Permanent, Full-time**

Location: **Veterans Home of California - West Los Angeles**
800 Bringham Road, West Los Angeles, CA 90049
Temporary (Approx. 2 yrs.) Offices Currently At:
6150 Van Nuys Blvd., Van Nuys CA 91401

Who Should Apply: Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatements. Eligible honorably discharged veterans are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.**

Duties and Responsibilities:

- Under the supervision of the Administrator of the Veterans Home of California West Los Angeles facility, the Standards Compliance Coordinator advises facility administration of the facility's compliance status, makes recommendations for courses of action to ensure standards compliance, and participates in facility policy and program formulation to assure that policies, procedures, and practices are in accordance with applicable regulations and standards.
- Acts as the chair person for Quality Assurance Committee.
- Analyzes, collates, monitors and intercepts problems from complaints, surveys and incident reports to ensure that appropriate actions are taken.
- Provides training to facility administration and staff on all applicable State, Federal and voluntary standards, rules, regulations, and public law governing the operation of health care facilities, and on their interpretation, application and implementation.
- Coordinates and monitors all applicable facility surveys, maintains survey schedules, prepares the facility for survey, and coordinates completion of necessary documents. Ensures corrective action plans are conducted timely and are appropriate.
- Provides liaison between the facility and survey agencies, local, State and Federal offices, department headquarters, and others in matters relating to survey processes and Standards Compliance.
- Provides facility with technical support services pertaining to all Quality Assurance activities.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
 Human Resources Division
 1227 "O" Street, Room 404
 Sacramento, CA 95814

Attn: Jacquie Ruiz, M80#009G-08/09

Inquiries:

Voice: (916) 653-2535
 TDD: (916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#009G-08/09 on your application.

Final Filing Date: **Until Filled**

